

Critical Incident Report Form

Immediate danger or serious emergency: call 000 first. Move to safety if you can. Do not wait to complete this form. Notify EQC promptly by phone on **1800 338 883**; email is not an emergency channel. Follow emergency-service directions.

Anyone affected, a witness or someone receiving a report may use this form. Record what you know; missing details or signatures must not delay reporting. Send to **team@equinimcollege.com** after immediate safety needs are addressed. Ask for assistance or a confidential submission route.

EQC only enrolls students aged 18 or older, with no under-18 exceptions. This is our admission rule, separate from government funding eligibility. This admission rule does not limit reporting about any person affected.

A. Reporter and incident

Your name / role and contact details (optional; contact helps follow-up)

Incident date / time (or approximate) and location, including online location if relevant

People affected and roles; include only relevant identifiers/contact details

What happened? Separate what you observed from what others told you

How you know / witness details / uncertainties (avoid speculation about blame)

Do not collect unnecessary sensitive information or disturb evidence to complete this form. Preserve the site where required, subject to emergency aid, preventing further danger and lawful directions.

B. Immediate action and support

Emergency services contacted / time / reference / advice received

Immediate safety action, injuries or urgent risks still present

Support requested or arranged and safe contact preferences

Relevant evidence/attachments and where held (omit unnecessary private details)

Reporter name / signature if able and report date

An affected person's signature is not required to receive or act on this report. Information is used for safety, support, fair investigation and lawful reporting, with access limited to those who need it. Confidentiality is subject to legal and fair-process duties. See our Privacy Policy.

C. EQC use - response and follow-up

Date/time received; responsible officer; urgency and ongoing-risk assessment

Authority notifications required? Decision/reasons, authority, time and reference

Actions / responsible staff / due dates / support and follow-up contact

Outcome / closure review and date / case-file and retention reference

Staff: follow the current critical-incident procedure and applicable local WHS, safety and overseas-student duties. Required notifications must not wait for this form or management signatures. Preserve records under applicable retention rules and legal holds. This form does not replace the response procedure.